

Just -in- Time

Troops

Cookie Cupboard: Placing a Pending Order in eBudde

Ordering More Cookies: Pending Orders

Pending Orders must be placed by any troop that plans to get more cookies from a Cookie Cupboard. This allows Cookie Cupboards to plan ahead and move cookies to best meet demand and manage inventory.

- Pending Orders can be placed by the case, package, or a combination of both.
- They can be edited once you arrive at the cookie cupboard if you discover you need a different amount.
- Pending Orders can be submitted by the Troop Cookie Coordinator or Troop Co Leader and can be picked up by any Cookie Pickup person (*see reverse side for details*).

How to place a Pending Order in eBudde:

1. Click the “**Transactions**” tab
2. Click on the “**+Add**” button, a new screen with two boxes (Time & Place and Cookie Order) will appear.
3. Ensure that “Cupboard” is selected.
 - 3a. Complete the highlighted areas shown (and explained below the graphic).
4. Click on the “**Save**” button

The screenshot shows the eBudde interface. The top navigation bar includes tabs for Dashboard, Contacts, Settings, Girls, Init. Order, Delivery, Girl Orders, Transactions (highlighted), Cookie Exch, Txn Pickups, Rewards, Booth Sales, Payments, Sales Report, Reports, and Help. Below the navigation bar, the Transactions screen is displayed. A large orange circle with the number '1' is placed over the Transactions tab. A large orange circle with the number '2' is placed over the '+Add' button. The main form is divided into two sections: 'Time & Place' and 'Cookie Order'. In the 'Time & Place' section, there are fields for Date (02/14/2024) and Receipt (JPI000). Below these are radio buttons for Normal, Booth, Adjustment, and Return. Underneath, there are radio buttons for Troop, Service Unit, and Cupboard (selected). A large orange circle with the number '3' is placed over the Cupboard selection. Below this, there is a 'Select Location' pull-down menu, a 'Pickup' section with Date and Time input fields, and a 'Contact Info' section. A large orange circle with the number '4' is placed over the 'Save' button. The 'Cookie Order' section has radio buttons for 'Add Product' (selected) and 'Remove Product'. Below this is a table with columns for Product, Cases, and Packages. The table lists Adventurefuls, Lemon-Ups, Trefoils, Do-Si-Dos, and Samoas, each with input fields for Cases and Packages.

Product	Cases	Packages
Adventurefuls	<input type="text"/>	<input type="text"/>
Lemon-Ups	<input type="text"/>	<input type="text"/>
Trefoils	<input type="text"/>	<input type="text"/>
Do-Si-Dos	<input type="text"/>	<input type="text"/>
Samoas	<input type="text"/>	<input type="text"/>

Special Notes

If you arrive to get cookies and have not placed a Pending Order, you will be asked to place one before cookies can be provided.

Pending orders not picked up within one week of the pickup date will be removed for inventory control purposes.

- 3a**
 - **Select Location:** use the pull-down menu to select which Cupboard you will be picking up from.
 - **Pickup:** enter the date and time you wish to pickup the cookies noting the schedule of your selected cupboard.
 - **Contact Info:** Your contact info may pre-populate but the field can be edited for any notes you may want on the order. For example: what or who the cookies are for in your troop.
 - **Cookie Order: Add Product button:** fill in the quantities needed. Order can be in cases and/or packages (12 packages in a case).

Just -in- Time

Troops

Authorizing a Cookie Pickup Person

Picking Cookies up at a Cupboard

You've placed your Pending Order, now it's time to get the cookies at the Cookie Cupboard! Who's picking them up? A troop helper, spouse, grandparent or neighbor?

Any individual picking up cookies must be authorized to do so through eBudde. This authorized person is called the **Cookie Pickup Person**. Using an authorized Cookie Pickup Person provides protection to the troop in controlling inventory since troops are financially responsible for all cookies picked up.

Special Notes:

- If you are a Troop Co Leader but also a Cookie Pickup Person for a different troop, the other troop **MUST** use a different email address for you. Using the same address that you use for your own troop will 'demote' you in the system to *only* be able to pickup cookies! *If you login to eBudde and only see a "Contacts" tab - it means you have been entered as a Cookie Pickup Person for another troop using your same email and you will need to be removed to get your troop access restored.*
- Troops may have more than one designated pickup person.
- You must enter your Cookie Pickup Person in eBudde **before** sending them to the cupboard.
 - Once entered, they will receive an email with a link to eBudde. Following the link, they will login using their email and **create** their own password.
- The Cookie Pickup Person should download the eBudde App and sign in prior to coming to the cookie cupboard for quick and easy pick up.

If you have been 'demoted' in eBudde and not sure which troop added you— contact GSDH
Member Services:
1-800-666-2141 or
help@gsdakotahorizons.org



How to authorize a Cookie Pickup Person in eBudde:

1. Click the "Contacts" tab
2. Click on the blue "+Add" button
3. Use the pull-down Role to select "Troop Cookie Pickup Only User"
4. Fill in information—email, first and last name (leave GSUSA ID blank)
5. Click on the "Save" button at the top of the page

Add A Troop Contact

Cancel 5 Save

NOTE: Email field is required.

3 Role:
Troop Cookie Pickup Only User
Troop Leader
Troop Cookie Chair
Troop Booth Recorder Only User
Troop Cookie Pickup Only User
Troop View Only User

4

Email:

GSUSA ID:

Last Name:

yourself to this user type. cupboard.